

Instructions for the Registration of Hazardous Waste Activity Addendum (DWM7037A, June 2017)

NOTE: The EPA form 8700-12 is required to be completed and submitted along with the DWM7037A, in order for it to be considered a complete registration/notification. The EPA form 8700-12, along with instructions, is available at: https://www.epa.gov/sites/production/files/2017-07/documents/site_id_instructions_andforms.pdf or at <http://dep.ky.gov/formslibrary/Documents/8700-12.pdf>

NOTE: This registration supersedes all Notification of Hazardous Waste Activity forms previously submitted for your company. Be sure to include all information for every activity at your site. The form must be typed or printed legibly.

QUESTIONS?

If you have questions about this form, call the Division of Waste Management at (502) 564-6716 and ask for the hazardous waste generator registration coordinator.

CHECKLIST

- ☐ You have read these instructions.
- ☐ The form is filled out in its entirety, typed or printed legibly.
- ☐ ID Numbers – both your EPA ID # and AI # are on all pages of your submittal.
- ☐ There is an original signature in Section 19 of 8700-12 “Certification”. This can be an electronic signature.
- ☐ Check or money order, if applicable, is made payable to the Kentucky State Treasurer and is enclosed with your registration form. Note on the check: HW Branch and include reason for submittal

FEES

- Consult 401 KAR 39:120 at <http://www.lrc.ky.gov/kar/401/039/120.htm> to determine any fees required. The Fee Schedule can also be used as a guide, located at: <http://dep.ky.gov/formslibrary/Documents/Fee%20Schedule.pdf>
- Checks must be made payable to the Kentucky State Treasurer.
- **DO NOT SEND YOUR CHECK TO THE KENTUCKY STATE TREASURER** - it must be submitted with the forms to the Division of Waste Management.

SPECIFIC INSTRUCTIONS:

I. ID Numbers

You can find the EPA or the AI number located on a Certificate of Notification of Hazardous Waste Activity.

A. EPA ID Number:

1. If you have an EPA ID number: Enter it here and on each page included in your submittal
2. If you do not have an EPA ID number: leave this blank. An EPA ID number will be issued to your company by this agency.

Note: A separate EPA ID number is needed for each location of your company.

B. Agency Interest (AI) Number:

1. If you have an AI number: Enter it here and on each page included in your submittal
2. If you do not have an AI number: leave this blank. An AI number will be issued to your company by this agency.

Note: A separate AI number is needed for each location of your company.

- II. Legal Landowner of the Real Property: Provide the information requested for the company's legal owner. Use additional sheets as necessary to list every owner.
- III. Type of Regulated Waste Activity: Mark "x" in the appropriate boxes for ALL waste activities listed.
- IV. Waste Streams Being Deleted: Refer to your previous registration and list any waste streams this facility is no longer generating. (This section is not applicable to first time applicants.)
- V. Description of Current Hazardous Wastes: Complete one line per waste stream generated on site. Use additional pages as necessary. All current waste streams must be listed, as well as any new ones.

Description of Waste – Use the Hazardous Waste Management Regulations 401 KAR Chapter 39 to complete this category. Waste streams mixed after they have been generated must be listed separately. (Description examples: paint related material, petroleum naphtha, waste ink, contaminated solvent. The description does not have to be identical to the DOT shipping description.)

EPA Waste Numbers – Use the Hazardous Waste Management Regulations 401 KAR Chapter 39 to complete this category. Supply every EPA Waste Number that applies for each waste stream (i.e., D001, F004, P032, K056 and/or U232). One waste stream may have more than one waste number. These numbers must match the numbers listed on Form 8700-12 Section 10.B. Waste Codes for Federally Regulated Hazardous Wastes

Physical State – Use the following codes: L for liquid, S for solid, M for semi-solid, G for gas

Maximum Amount of Waste in a Calendar Month – Enter the maximum amount of waste generated in a single calendar month. **DO NOT** average high and low months to figure the maximum monthly amount of waste generated.

Estimated Annual Quantity of Waste Generated – Estimate the total amount of each waste stream generated in a single calendar year. For waste streams that are generated infrequently, use previous years to estimate the annual amount. Annual amounts can be no less than the monthly amount and no more than 12 times the monthly amount.

Unit of Measure – Use the following codes:

G for gallons, L for liters, T for tons (2,000 pounds), K for kilograms, P for pounds, N for cubic meters, Y for cubic yards, M for metric tons (1,000 kilograms)

Total for All Waste Streams – Add all waste streams to find the total generated in (1) a calendar month; and (2) a calendar year. Include the correct unit of measure. If your company generates wastes that are measured in different units, a conversion factor may be used to arrive at a total. Liquids may be converted into pounds by using MSDS sheets, chemical dictionaries, etc., or by using the weight of water as a conversion factor (i.e., 1 gallon = 8.34 pounds). If using a conversion factor other than the weight of water, please specify the conversion factor in the Comments Section.

- VI. Comments